

2011 GENERAL SERVICES ADMINISTRATION

K. TEYA MOORE & ASSOCIATES
ATTORNEYS AT LAW

FINANCIAL AND BUSINESS SOLUTIONS (FABS)

GSA SCHEDULE 520

FSC GROUP - 520

SIN NO. 520-1	PROGRAM FINANCIAL ADVISOR
SIN NO. 520-2	TRANSACTION SPECIALISTS
SIN NO. 520-6	PROFESSIONAL LEGAL SERVICES

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! TM, a menu driven database system. The INTERNET address for GSA Advantage! TM is <http://www.gsaadvantage.gov>.



Contract Holder
Contract GS-23F-0031X

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K. Teya Moore & Associates, P. A. (t/a “Moore & Associates”) is an established boutique law firm with extensive experience representing Federal agencies, Government Sponsored Entities (GSEs) and State or local governments. We have been engaged for more than a decade by the United States Army Medical Research & Materiel Command, Office of Research and Technology Applications to evaluate and structure complex joint ventures and technology exchanges that promote patentable technologies with national implications for the public benefit. The firm has significant experience in project finance and managing sophisticated real estate ownership arrangements, including large public-private ventures. Our real estate practice offers a range of integrated commercial real estate services from acquisition and finance to redevelopment, land use and disposition. We also serve as a public advocate appointed by elected officials to oversee and manage a number of community reinvestment initiatives in collaboration with GSEs. In 2011 Moore & Associates made a strategic decision to partner with the General Services Administration. We welcome the opportunity to contribute strategic analysis, tactical guidance and practical solutions for governmental entities and thank you for considering our team now or whenever you have a need for counsel.

Schedule Title: Financial and Business Solutions - FSC Group 520 (Refresh No.: 13)
Contract Number: GS-23F-0031X

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

Contract period: January 26, 2011 – January 25, 2015, with 3 five-year option periods
Contractor’s Name: K. Teya Moore & Associates, P.A.

4800 Hampden Lane
Suite: 200
Bethesda, MD 20814
Tel: (301) 493-9335
Fax: (301) 493-9334

12150 Annapolis Road
Suite: 104
Glenn Dale, MD 20769
(301) 860 - 0885
(301) 860 - 0884

Website: [www.http://kteyamoore.com](http://kteyamoore.com)
Administrator: K. “Teya” Moore, Esq.
E-mail Address: kkm@kteyamoore.com
Business size: Small



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**Federal Supply Service
Authorized Federal Supply Schedule Price List**

CUSTOMER INFORMATION

1. Awarded Special Item Numbers: 520.1 **Program Financial Advisor** – 520.2 **Transaction Specialists** – 520.6 **Professional Legal Services**

The following hourly rates currently chargeable under our GSA contract reflect a significant discount off of our regular hourly rates.

520-1 Program Financial Advisor

<u>Professional Labor Category</u>	<u>GSA Hourly Fees (including IFF)</u>
Partner/Director	\$379.26
Counsel/Project Director	\$246.52
Senior Professional/Paralegal	\$93.85
Administrative Staff	\$50.75

520-2 Transaction Specialists

<u>Professional Labor Category</u>	<u>GSA Rates (including IFF)</u>
Partner/Director	\$379.26
Counsel/Project Director	\$230.00
Senior Professional/Paralegal	\$93.85
Administrative Staff	\$50.75



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520-6 Professional Legal Services

<u>Professional Labor Category</u>	<u>GSA Rates (including IFF)</u>
Partner/Director	\$379.26
Counsel/Project Director	\$246.52
Senior Professional/Paralegal	\$93.85
Administrative Staff	\$50.75

The following percentage based fees apply for real estate brokerage services under 520.1 Program Financial Advisor and 520.2 Transaction Specialist.

<u>Tier Rate (Non-Cumulative)</u>	<u>Including IFF (Excluding Coop Fee)</u>
\$1-\$2,000,000	3.75%
\$2,000,001-\$5,000,000	3.52%
\$5,000,001+	3.32%

Labor Category Descriptions

Partner/Director

- Equity partner in the firm.
- Supervisory skills to manage complex legal matters and oversee the professional performance of counsel, senior professionals and paralegals.



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- Superior knowledge of the law with excellent writing and oral skills.
- A member of the bar of at least two states plus the District of Columbia.
- Graduate of top-rank law school.

Project Director/Counsel

- Senior Attorney with a minimum of 7 years' experience with private law firm, in-house corporate counsel or government agency.
- Professional skills to manage complex legal matters and oversee the professional performance of senior professionals and paralegals.
- Extensive background in corporate, tax, bankruptcy, real estate, securities, contract or mortgage banking law and transactions related thereto.
- A member of the bar of at least one state plus the District of Columbia.

Senior Professional/Paralegal

- A university graduate and/or recipient of paralegal certification.
- Professional skills to provide assistance to Project Director/Counsel and/or Partner/Director with coordination skills to arrange financial or legal project teams when appropriate.
- Trained mediator, certified HR consultant or paralegal with at least 5 years' experience working in private law firms or commercial firms.

Administrative Staff

- A college graduate or vocational training.
- Professional skills to provide administrative support to professional staff.
- Practical experience working in corporate office in support capacity.



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Labor Categories: Commercial Real Estate

Real Estate Broker

- A licensed attorney and commercial broker with a minimum of 10 years' experience.
- Recipient or candidate for CCIM designation.
- Licensed in one state plus the District of Columbia.

Real Estate Agent

- A university graduate and licensed real estate agent.
- Licensed in one state plus the District of Columbia.

2. Maximum Order: \$1,000,000

3. Minimum Order: \$300

4. Geographical Coverage: Domestic

5. Points of Production: 12150 Annapolis Road, Suite: 104, Glenn Dale, MD 20769-9183;
and 4800 Hampden Lane, Suite: 200, Bethesda, MD 20814

6. Discount from list prices: N/A

7. Quantity Discounts: N/A

8. Prompt Payment terms: N/A



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- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: No
10. Foreign Items: N/A
- 11a. Time of delivery: Based upon assignment
- 11b. Expedited Delivery: Items available for expedited delivery are noted in this price list
- 11c. Overnight and 2-day delivery: N/A
- 11d. Urgent Requirements: Ordering agencies should contact the Contractor's Administrator for expedited delivery
12. F.O.B. point: Destination
- 13a. Ordering address: K. Teya Moore & Associates, P.A.
12150 Annapolis Road, Suite: 104
Glenn Dale, MD 20769-9183
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)
14. Payment address: K. Teya Moore & Associates, P.A.
12150 Annapolis Road, Suite: 104
Glenn Dale, MD 20769-9183
15. Warranty provision: N/A
16. Export packing charges, if applicable: N/A



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- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A
- 18. Terms and conditions of rental, maintenance, and repair: N/A
- 19. Terms and conditions of installation: N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A
- 20a. Terms and conditions for any other services: N/A
- 21. List of service and distribution points: N/A
- 22. List of participating dealers: N/A
- 23. Preventive maintenance: N/A
- 24. Environmental attributes: Recycling Program, Energy-Saving Computers, etc.
- 25. Data Universal Number System (DUNS) number: 168741622
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:
Yes